

ADM-11.12, "Post/Shift Assignments," May 1, 2008

SCDC POLICY/PROCEDURE

NUMBER: ADM-11.12

TITLE: POST/SHIFT ASSIGNMENTS

ISSUE DATE: May 1, 2008

RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES:ADM-11.12 (JULY 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 19-138

ACA/CAC STANDARDS:4-ACRS-2A-03, 4-ACRS-2A-04, 4-ACRS-2A-05, 4-4051

STATE/FEDERAL STATUTES:None

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PURPOSE: To prescribe uniform guidelines governing post and shift assignments and days off for all personnel employed at the South Carolina Department of Corrections.

POLICY STATEMENT: In order to promote the safety and security of the Agency, the public, employees, and inmates; to ensure adequate supervision of all inmates; and to meet the operational needs of institutions and divisions/offices, the Agency will develop and implement consistent and uniform procedures governing post and shift assignments and days off for SCDC employees. These procedures will conform with applicable state and federal human resources regulations, American Correctional Association Standards, and Agency policies/procedures. Shift changes and shift assignments (whether voluntary or involuntary) for all SCDC employees will always be made in full compliance with the Equal Employment Opportunity Act and the Americans with Disabilities Act. Shift assignments are not considered grievable issues under Agency human resources regulations. (4-ACRS-2A-03, 4-ACRS-2A-04, 4-ACRS-2A-05, 4-4051)

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SPECIFIC PROCEDURES:

1. POST ASSIGNMENTS:

1.1 Post assignments will be made in compliance with the Post Chart developed by the Division Director of Security. Should any Warden desire to make a revision to the Post Chart, s/he will be required to forward the proposed revision through the Division Director of Operations to the Division Director of Security for final approval prior to making the revision.

1.2 Contingent upon institutional needs, post assignments may be made on a day-to-day basis for those employees who have not been assigned to a mandatory post or to any other post deemed essential by the Warden (e.g., control room, contraband control, etc.).

1.3 Post assignments (other than those deemed essential by the Warden) may be rotated wherever possible to ensure that security personnel gain experience in all areas of the institution, and to ensure a change in post assignment, especially during the 12 hour work day. (4-ACRS-2A-03, 4-ACRS-2A-04, 4-ACRS-2A-05, 4-4051)

2. SHIFT ASSIGNMENTS FOR SECURITY EMPLOYEES: 2.1 Initial Shift Assignments:

2.1.1 Selection for initial shift assignment will be based on operational requirements and the need to fill existing vacancies. When feasible, consideration will be given to employee preference.

2.1.2 Most employees will be assigned to 12 hour shifts, with rotating days off. In some instances, employees may be assigned to eight (8) hour shifts depending upon their post assignment.

2.1.3 Employees in probationary status will be given an initial shift assignment by the Warden/designee; however, these employees may be reassigned by the Warden or an approved designee if required during their probationary period contingent upon the needs of the institution. Newly hired employees should not exceed 40 hours a week until the beginning of the first 28 day cycle following the completion of basic training.

2.2 Voluntary Changes:

2.2.1 Because of frequently unpredictable changes in both operational requirements and institutional needs, the Warden/designee has the authority to reallocate available resources, to include changes to shift and/or

days off assignments, as required.

2.2.2 When vacancies occur in shift assignments, notices will be posted in centralized, conspicuous locations within the institution so that eligible security staff can be notified and can apply for the shift opening if they are interested. When institutional shift briefings are held, a verbal announcement should be made for at least three (3) consecutive work days

2.2.3 Vacancies will be filled based on, but not limited to, the following criteria:

- current classification band/level;
- length of employment;
- general experience and qualifications;
- job experience related to the specific need; and
- demonstrated ability.

2.2.4 Interested personnel must immediately submit a written request for consideration. SCDC Form 19-138, "Employee Shift Change Within Same Institution," will be used for this purpose. The Warden/designee may review employment files of those requesting a shift change and make a selection based on the factors cited in Section 2.2.3, above. Individual interviews with applicants may be conducted, but are not mandatory.

2.2.5 Voluntary changes to days off may be made at the discretion of the Warden/designee and based upon institutional requirements.

2.2.6 An employee's shift assignment (8 to 12 hour or 12 to 8 hour) should be effective at the beginning of a 28 day cycle.

2.3 Involuntary Changes: In the event that a shift vacancy cannot be filled by a voluntary change request, the Warden/designee may make changes in shift and/or days off assignments under the following conditions: Upon written approval of the Warden/ Designee the senior security officer may temporarily or permanently change an employee's shift assignment in order to accommodate an institutional and/or operational need. In such cases, the senior security officer will select from a list of qualified security personnel to be determined through the following steps:

2.3.1 Description of the specific needs relevant to assignment; identification of special skills; degree of experience required; and duration of assignment, i.e., whether temporary or permanent.

2.3.2 Determination if the need can be satisfied by realignment of personnel.

2.3.3 From the list of qualified personnel who meet the criteria noted in Section 2.2.3, above, the employee with the least SCDC continuous service will transfer first.

2.4 Emergency Assignment: During emergency situations or unforeseen circumstances (e.g., hospital coverage, etc.), the Warden/designee may approve emergency, involuntary changes in shift assignment and/or days off without advance written notice. Changes of this nature should not exceed 15 calendar days.

2.5 Performance Management:

2.5.1 Although changes in shift assignment and/or days off must not be made arbitrarily or for punitive reasons, the Warden/designee will have the authority to exercise discretion in dealing with personnel whose job performance or behavioral problem indicates that the employee is not suited for an existing assignment or whose personal circumstances necessitate a change in assignment.

2.5.2 In situations that require involuntary assignment change for more effective employee placement, or for more efficient operation of the institution, the employee must be given at least 14 calendar days written advance notice, and one or all of the following documents must be provided:

(NOTE: The Warden may request, in memorandum form, a waiver of the 14 day advance notice of a reassignment in situations where it may be considered to be not in the best interest of the Agency because of security or other reasons to have the employee remain on the assignment for an additional 14 days. A waiver of the advance notice requirement must be approved, in writing, by the Division Director of Human Resources or designee.)

2.5.3 Documented evidence of counseling with subject employee that offers proof of effort to identify and correct undesirable performance; (Refer to SCDC policies/procedures relative to employee performance management system or progressive employee corrective action for information on counseling an employee.)

2.5.4 A written statement (in memorandum or letter form) prepared by the employee's supervising official to the Warden or an approved designee recommending that an involuntary change in assignment be considered in lieu of a more severe alternative, i.e., progressive employee discipline/employee corrective action;

2.5.5 A written recommendation (in memorandum or letter form) from the supervising official that an involuntary change in assignment is necessary to correct a specific problem, to separate individuals who develop a personal relationship that interferes with job performance, or to provide a change in work environment for an employee whose job performance indicates a change in assignment would be desirable.

2.5.6 Changes implemented to address a performance problem must be in compliance with SCDC policy/procedures related to the employee performance management system, except when the change is made as part of a specific corrective action to maintain security and control as deemed necessary by the Warden/designee.

2.6 Temporary Assignment: With the exception of emergency situations, the Warden or an authorized designee may approve a temporary involuntary change in an employee's shift assignment and/or days off provided that the employee is given 48 hours advance written notice of the scheduled change. Changes of this nature should not exceed 30 calendar days unless an extension is requested in writing by the Division Director of Investigations or designee pursuant to an on-going investigation.

2.7 Permanent Assignment:

2.7.1 The Warden/designee may approve permanent, involuntary changes in shift assignment and/or days off. When changes of this nature are made, written notice of the impending reassignment must be received by the employee 14 calendar days in advance of the proposed reassignment, except in cases where the change in assignment is a part of specific corrective action to maintain security and control as deemed necessary by the Warden/designee. (See section 2.5, above.)

2.7.2 Employees who have made permanent, involuntary shift and/or days off changes, and who wish to be considered for return to their initial assignment, may compete for any subsequent vacancies with other qualified personnel as described in procedure 2.2.2 - 2.2.6, above.

2.7.3 The scheduling supervisor will be responsible for ensuring proper accountability of hours within the 28 day cycle (hours worked, leave taken, and holidays observed) when making shift changes.

3. SHIFT ASSIGNMENTS FOR NON-SECURITY EMPLOYEES:

3.1 Initial Shift Assignments: Initial shift assignments and work time will be based on operational requirements as specified on the Job Vacancy Announcement and/or as determined by the appropriate supervisor.

3.2 Changes in Shift Assignments: Because of frequently unpredictable changes in operational requirements and institutional and divisional/office needs, the Warden, Division Director, Division Director of Operations, or his/her designee will be authorized to reallocate available resources, to include changing shift assignments, work assignments, and/or days off, as required.

3.3 Temporary Assignment: The Warden, Division Director, Division Director of Operations, or designee may approve a temporary, involuntary change in an employee's shift assignment and/or days off provided that the employee is given 48 hours advance notice of the scheduled change. Changes of this nature should not exceed 30 calendar days. (NOTE: Only in extreme circumstances may the 48 hour advance notice be waived. Any such waiver must be documented and a copy must be forwarded to the Division Director of Human Resources.)

3.4 Permanent Assignment: The Warden, Division Director, Division Director of Operations, or designee may approve permanent, involuntary changes in shift assignment and/or days off. When changes of this nature are made, written notice of the impending reassignment must be received by the employee 14 calendar days in advance of the proposed reassignment. (NOTE: A waiver of the advance notice requirement due to an extreme emergency must be approved, in writing, by the Division of Human Resources or designee.)

4. DEFINITIONS:

Post Assignment refers to the job or duty assignment given an employee at each institution, i.e., housing unit officer, key control officer, control room officer, etc., in compliance with the Post Chart.

Shift Assignment refers to the work schedule (primarily 12 hour shifts or, in some instances, eight (8) hour shifts) given to all SCDC employees.

SIGNATURE ON FILE

—

s/Jon E. Ozmint, Director

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